



## **CITY OF CANBY**

### **Invites applications for the position of POLICE OFFICER (Lateral)**

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**SALARY:** \$33.00 - \$41.53 Hourly  
\$2,640 - \$3,322 Biweekly  
\$68,664 - \$86,388 Annually  
Plus 6% City paid PERS contribution

**OPENING DATE:** March 25, 2021

**CLOSING DATE:** April 9, 2021 at 11:59 PM

**APPLY TO:** Human Resource Department  
City of Canby  
PO Box 930  
Canby, OR 97013  
(503) 266-0699 fax  
[hr@canbyoregon.gov](mailto:hr@canbyoregon.gov)

**SUMMARY:** The City of Canby Police Department is currently recruiting to fill a Lateral Police Officer position. Certified Police Officers perform law enforcement and crime prevention work, including discovery, investigation, report preparation and patrol, to enforce federal, state and local laws. The Canby Police Department includes 26 sworn positions, including a Chief and two Captains. Officers have the opportunity to work in a variety of specialized units or specialized teams.

The City of Canby is a growing community of over 18,000 residents located 25 miles south of Portland. Also known as "Oregon's Garden Spot", Canby, located in southwest Clackamas County, encompasses 4.5 square miles and is part of the beautiful Willamette Valley. Canby is a close-knit, family-friendly community that supports its local law enforcement agency. Canby's exceptional quality of life and low crime has earned it numerous awards, including being named in the top safest cities in Oregon for several years running. To learn more about the City of Canby, please visit [www.canbyoregon.gov](http://www.canbyoregon.gov).

The City offers an excellent compensation and benefits package, which includes incentive pay eligibility, generous vacation and sick leave benefits, and group medical/dental/vision insurance for officers and their dependents.

Qualified lateral candidates may receive a lump sum of 40 hours of sick and vacation accrual upon hire; negotiable vacation accrual rates depending on years of service with previous agency; and employment incentive of \$1,000 paid upon the successful completion of probation (one year for lateral officers).

To qualify as a Lateral Police Officer, candidates must possess a current Basic Police Department of Public Safety Standards and Training (DPSST) certification or equivalent out of state certification and submit it with application materials.

**COMPENSATION:** Top Lateral candidates may be offered a base salary commensurate with experience up to the maximum salary rate. In addition to base pay, Police Officers are eligible to receive additional compensation for highest professional certification as follows:

Intermediate certificate – 3.5%

Advanced certificate – 6.5% (3.5% intermediate plus 3% additional for advanced)

Officers demonstrating written and oral proficiency in the Spanish language shall receive an additional 5% premium incentive. 1.5% longevity incentive after 10 years continuous employment with the City of Canby.

For additional information, refer to the Collective Bargaining Agreement between the City of Canby and the Canby Police Association, which can be found at [www.canbyoregon.gov](http://www.canbyoregon.gov).

**BENEFITS:** The City of Canby offers eligible Police Officers the following benefits programs: paid time off (vacation); paid sick leave; paid holidays and paid personal day; group medical, dental and vision insurance for Officers and their dependents; City paid life insurance and long term disability coverage; flexible spending accounts; VEBA; Public Employees Retirement System (PERS); and 457(b) deferred compensation plan.

**QUALIFICATIONS:** Knowledge of thorough police practices and procedures, investigative methods and techniques, federal, state and local laws, report writing, firearm use and safety precautions.

*Education and Experience:* Equivalent to high school graduation. Completed DPSST Police Academy, and have possession of DPSST Basic certificate or out of state equivalent.

**SPECIAL REQUIREMENTS/QUALIFICATIONS/LICENSES:**

- Must be at least 21 years of age.
- Must be a U.S. citizen.
- Must not have been convicted of any crime punishable as a felony in any jurisdiction or a crime involving domestic violence (applicants with lesser criminal records will be evaluated on an individual basis).
- Must not have any discharge less than honorable from any branch of the military.
- Must possess a valid driver's license with acceptable driving record.
- Must pass all phases of the examination process, including an oral interviews, background investigation, psychological test, physical and agility testing.

Honesty and Integrity are two of the most important attributes that a police officer must possess. Officers shall conduct themselves so as not to impair their working relationship with other employees or with the public, so that confidence in the police service is secured and maintained. These two attributes are essential job qualifications to remain employed as a police officer. These are core expectations as a condition of holding certification as a police officer in the state of Oregon, as required by DPSST.

**DESIRABLE QUALIFICATIONS:** Previous college-level training or education. Knowledge of the community and surrounding area. Additional training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEDS general level certification, etc. Bi-lingual English/Spanish.

**SUPPLEMENTAL INFORMATION:**

**Physical Demands:** While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle, including a police motorcycle if assigned to the Traffic Team. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however, may be required to move adults weighing up to 200 pounds on an infrequent basis. Equipment worn typically weighs in excess of 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort. Must have physical strength and agility to sufficiently perform the duties of this position.

**APPLICATION MATERIALS:** Interested individuals must complete and submit all of the following documents to the Human Resources Department by the closing date in order to be considered.

- City of Canby Employment Application
- Resume
- Cover Letter
- Copy of current Basic Police DPSST certification or equivalent out of state certification

Incomplete applications may not be processed.

Application materials can be downloaded from [www.canbyoregon.gov](http://www.canbyoregon.gov), requested by mail by calling Human Resources at (503) 266-0638. They may also be picked up and delivered in person by appointment at Canby Civic Offices 222 NE 2<sup>nd</sup> Ave., Canby OR 97013. Electronic copies are accepted with a signature.

Please be advised all notifications pertaining to this recruitment will be emailed to you at the email address provided on your employment application. Please be sure to provide your current and complete email address.

**EXAMINATION PROCESS:** Top candidates will be invited to continue in other stages of the department's selection process to include, but not limited to, oral interviews, background investigation, medical and psychological evaluations.

**VETERANS' PREFERENCE:** It is the policy of the City of Canby to grant hiring and promotion preference to qualified veterans and disabled veterans in accordance with ORS 408.230, at each stage of the application and interview process. To claim veterans' preference in hiring, a completed Veterans' Preference form along with the required documentation, must be submitted at the time of application.

**EQUAL OPPORTUNITY EMPLOYER:** The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, physical or mental disability, family

medical history or genetic information, political affiliation, military service, or other non-merit based factors. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0638.

**CONTACT INFORMATION:**

Teresa Spellman  
Confidential Administrative Assistant  
City of Canby  
503-266-0638